

Payment Form

Please fill in and detach this form to pay by credit card

Card Number:

We accept Discover/Novus, Visa, Mastercard, and American Express

Expiration Date:

Month/Year

Full Name:

I authorize the Embassy of the United States to charge the above account for the passport services provided

Signature:

***Passport Renewal by Mail: \$67
***Added Pages: no charge



Location and Hours

The American Services, Passport Office, of the U.S. Embassy is located near the Place de la Concorde, on the corner of Rue de Rivoli and Rue St. Florentin. *Métro: Concorde.*

The office is open Monday – Friday, except on American and French holidays.

Passports: 9am – 12:00 pm, Monday-Friday
Notarials: 9am – 12:00 pm, Tuesday-Friday*

*We do not perform notarial services on the day following official French or American holidays.

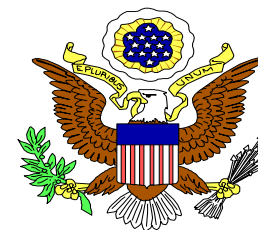
Federal Benefits (telephone and walk-in):
9:30am – 12:30pm, Mon-Fri.

Web Site and E-Mail Contact

Our web site provides updated newsletters from the Consul General, and more information for Americans living in France. US citizens may also subscribe to our newsletter or make inquiries by e-mailing citizeninfo@state.gov.

Blue Book

Our “Guide for American Citizens Living in France” contains information on passports, registration, social security, voting, taxes, marriage, doctors, translators, and other useful services. You may request one via e-mail or find it online at <http://france.usembassy.gov>.



Passport Renewals by Mail

You must apply by mail if you:

- Already have a passport that is not damaged, *and*
- Received it within the past 15 years, *and*
- Were at least age 16 when it was issued, *and*
- Still have the same name as in the passport (or you can legally document your name change).

For all other cases, you are required to apply in person.

For more information:

<http://france.usembassy.gov>
citizeninfo@state.gov
Tel: 01.43.12.22.22

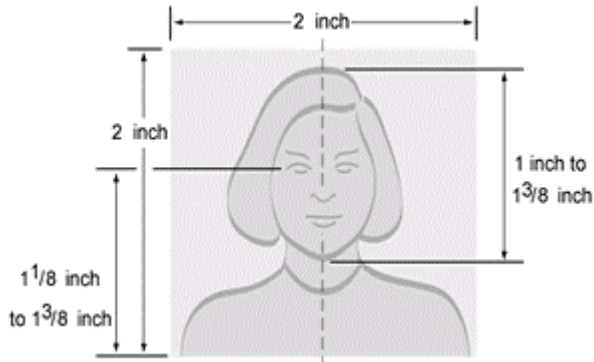
Please mail forms to:

Office of American Services/PPT
2, rue St. Florentin
75382 PARIS Cedex 08

APPLICATION REQUIREMENTS

Complete the DS-82 form in **BLACK INK**.

- ☐ **DS-82** form is available at: (<http://france.usembassy.gov/consul/acs/passports/renewal.htm>)
- ☐ Enter your Social Security number.
- ☐ Sign and date application form and submit:
- ☐ Two recent, identical, regulation **color** photos, **white** or **off-white background** (1 cm margin from the top of your head and the top edge of the photo);



- ☐ Most recent passport, which will be cancelled and returned;
- ☐ Self-addressed **Chronopost** envelope or self-addressed prestamped envelope with a **RB Recommandé** form (sans avis de reception, R2 option) with 4.32 Euros postage for the return of the new and old passports under 100 gr. Please add postage proportionally to the number of passports renewed (check with the Post Office);
- ☐ Payment.

Payment

Detach the payment form included in this brochure and complete it for credit card payment. You may also pay by *mandat cash* to the order of "Ambassade des Etats-Unis". To check the fee in euros, please call our cashier before 3PM at 01-43-12-48-08. *Cash and personal checks will **not** be accepted.*

Receiving Your New Passport

This applies to all passport applications by mail: we will only process your application if you have submitted all necessary documents, and, a self-addressed return envelope as follows:

One **Chronopost** envelope for mail service in France or;

a self-addressed Registered return envelope with a **RB Recommandé** form and the appropriate postage for us to return your new and old passports (4.32 Euros for up to 100gr). Enter your address where the form says *destinataire*. Check the **R2** box on the *Recommandé* slip (if you choose this option) and have the post office verify that the postage corresponds to the expected weight of your envelope if it is to contain more than two passports. *Do not use Distingo, Lettre Suivie, or Courrier Suivi.*

Processing Time

Please allow 15 business days, in addition to normal mail time, for processing. If you have urgent international travel, you must apply in person with proof of your imminent travel. See (<http://france.usembassy.gov>) for more details.

Updated July 2006

NAME CHANGE

Within the first year after passport issuance: NO FEE FOR PROCESSING

Submit: fully completed DS-5504 form available at: <http://france.usembassy.gov/consul/acs/passports/default.htm> and certified copy of marriage certificate, divorce decree, or court order changing the name. Documents will be returned.

Over a year after issuance of your current passport, you will need to apply for a new passport. Submit: fully completed DS-82 form available on the Embassy site (see above) + certified copy of marriage certificate, divorce decree, or court order changing the name. The fee is \$67.

Adding Pages to Your Current Passport

Complete the green DS-4085 form, available on the Embassy site (see above). Mail it to us with your passport and a return envelope (see Receiving Your New Passport above). *This is a no-fee service.*

Exchanging Emergency Passports:

Fully completed DS-5504 form available on the Embassy site (see above). Please follow all the instructions for applying for a passport renewal by mail. If your emergency passport is still valid, there is no fee for this service.

For **minors under the age of 14**, exchanging emergency passports, the parent or guardian that signed the emergency passport must sign the DS-5504 application form. In the space provided for the signature, the mother or father must print the child's name and sign his/her own name. Then, after the parent's signature, in parentheses, write (mother) or (father) or (legal guardian).